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TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
August 7, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

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**Frequently Used Acronyms Attached

Members Present:

Derek Bradshaw, MAR	Gary Mekjian, MML
Jonathan Start, MTPA/KATS – Chair	Todd White, MDOT
Rob Surber, DTMB/CSS	

Support Staff Present:

Niles Annelin, MDOT	Roger Belknap, MDOT
Tim Colling, MTU/LTAP, via Telephone	Cheryl Granger, DTMB/CSS
Dave Jennett, MDOT	Craig Newell, MDOT

Members Absent:
None

Public Present:
None

1. Welcome – Call-to-Order – Introductions:
The meeting was called to order at 10:35 a.m. Everyone was welcomed to the meeting. T. Colling was connected via video feed from Adobe Connect program.

2. Changes or Additions to the Agenda:
Committee Chair approved moving 5.7 under 5.4. for easier flow of the agenda subjects.

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda – J. Start (Action Item):

4.1. - Approval of the July 10, 2019 Meeting Minutes (Attachment 1)
There were no changes requested or discussion about the draft July 10, 2019 meeting minutes.

Motion: G. Mekjian made a motion to approve the July 10, 2019 meeting minutes; T. White seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report – R. Belknap (Attachment 2)
R. Belknap provided a copy and did a quick update of the August 2, 2019 TAMC Budget Expenditure Report, noting a final invoice for FY 2018 Michigan Technological University's TAMC Activities Contract. The Culvert Pilot Project remaining funds were carried forward to FY 2020 to be used towards culvert projects. There were no funds remaining from the FY 2018 MTU budget. R. Belknap advised more detail could be shared at the September 4, 2019 meeting.

5. Review and Discussion Items:

5.1. – TAMC Conferences – R. Belknap (Attachment 3)

The TAMC 2019 Fall Conference will be held October 30, 2019, at the Holiday Inn of Marquette. The "Save-the-Date" event flier was shared. R. Belknap provided an update that he held a conference call with staff from the Michigan Infrastructure Council (MIC) and the Central Upper Peninsula Planning and Development (CUPPAD) region to discuss proposal from CUPPAD to include the second round of Regional Asset Management Summits into the TAMC Fall Conference program. The timing of the Regional Asset Management Summits in the Upper Peninsula coincides with the Fall TAMC Conference date. Regional Asset Management Summits will be held in Houghton on October 28 and in Escanaba on October 29. Also for the Fall Conference one of the presentation topics will be on the Houghton Lake Father's Day Flooding. The committee decided to table conversations about the 2020 Spring TAMC Conference until next meeting.

Motion: G. Mekjian made a motion that support staff continue working with MIC and CUPPAD for partnering the Fall TAMC Conference with CUPPAD's Marquette Asset Management Summit; D. Bradshaw seconded the motion. The motion was approved by all members present.

Action Item: Support staff will participate in conference planning coordination calls with CUPPAD and MIC; Support staff will also schedule a conference planning call with TAMC members to finalize Fall Conference program sessions.

5.2. – Local Technical Assistance Program's "*The Bridge*" Newsletter Article Update – D. Jennett

D. Jennett provided an update to the committee that "*The Bridge*" Newsletter article schedule and plan has been revised for the current edition, as well as the upcoming edition. Originally there was going to be an article on the MIC and Water Asset Management Council. However, after conversations with MIC support staff and MTU, it was determined that the timing of an article was not conducive to the activity schedule of MIC/WAMC. MTU advised that the timing of the Transportation Asset Management Plan (TAMP) Template due dates would coincide with the newsletter schedule (October 1, 2019).

Action Item: Support staff will work with MTU CTT staff to develop a newsletter article on the TAMP Template and Investment Reporting Tool (IRT) procedures for submittal of asset management plans as required by Public Act 325 of 2018.

5.3. – Update on Draft TAMC Asset Management Plan Template – D. Bradshaw/R. Belknap/T. Colling

The ACE and Data Committees recommended approval of the draft TAMC TAMP Template during the July meetings however, the Bridge Committee did not recommend approval of the draft as presented. The Bridge Committee felt the template did not elevate the importance of bridge assets to the same level as pavements, but rather treated them as equal to culvert and signal assets. Building upon the current TAMC Bridge Asset Management Plan template and workshops, the Bridge Committee recommended modification to the template and compliance documentation to ensure all the required elements of an asset management plan as defined by PA 325 of 2018, were included for bridge assets. At the request of MTU and the Bridge Committee Chair, a conference call was held among TAMC Committee Chairs, MTU, and support staff to discuss the possible options to address the recommendations of the Bridge Committee. T. Colling provided an overview of suggested changes to the template and compliance document that suggests a full bridge asset management plan and pavement asset management plan would be necessary appendices for completing the compliance document. It was determined that it is not mandatory for the agencies to use the template provided by TAMC. However, if they use their own template, they must assure that all of the necessary information is provided and show where that information is located in their plan. It is felt that the majority will use the template that MTU will provide to them as it will simplify the process of them creating their plan and assure that the necessary information is in the plan. The template has placeholders in it for traffic signals and culvert information. The Risk of Failure requirements from Public Act 325 do not give specifics on what is required to determine and document Risk of Failure. Agencies can give a generalized description or detailed description. MTU still has a lot of work to do on the revised template but feels confident they will have it ready by October 1, 2019. They will be using the template at their TAMC TAMP Template workshops

in the fall. Consultants have been very receptive to the new template and several consultants have attended the TAMP workshops held by MTU.

Motion: G. Mekjian made a motion for the ACE Committee to forward the Revised Draft Asset Management Template on to full Council for their review and comments; T. White seconded the motion. The motion was approved by all members present.

5.4. – Asset Management Plan Submittals in the IRT Demonstration - D. Jennett

D. Jennett gave a conceptual overview of the potential changes that could assist agencies in their submittals of asset management plans in the IRT through a series of check boxes and text instructions. The modifications would also allow TAMC and support staff to review asset management plans for the required elements in a report summary fashion with automatically filled-in fields from the submittals. Regional and Metropolitan planning staff would also have access to the reports and information submitted by the local agencies. The committee liked the proposed changes to the IRT and acknowledged some specific wording may need to be changed to coincide with the TAMC TAMP Template. MTU will still do an annual TAMP survey to capture information from agencies that are not required to submit a plan. An agency will upload their plan, support staff gets notification, they will review, it will show it is under review, once the final review is done, it will show approved or denied. If they want to submit another plan, they will have to contact TAMC support staff to do that. CSS was asked if the changes to the IRT could be done with the existing workload and budget. C. Granger advised this could be done to meet the October 1, 2019 deadline that TAMC has for the asset management plan template.

Motion: D. Bradshaw made a motion that the ACE Committee recommend to full Council that CSS make modifications to the IRT application to allow asset management plans to be submitted in the IRT; G. Mekjian seconded the motion. The motion was approved by all members present.

Action Item: Support staff to work with CSS to incorporate the asset management plan template, compliance documentation and instructions for the IRT.

5.5. – TAMC Policy for the Collection of Roadway Surface Condition Data – J. Start (Attachment 4)

The committee reviewed the current TAMC Policy for the Collection of Roadway Surface Condition Data and confirmed the previously approved changes from the March TAMC action have been incorporated into the document. J. Start advised that the Road Commission for Kalamazoo County would be hiring the Grand Valley Metro Council (GVMC) staff to collect Non-Federal Aid PASER data, and therefore, would need to ensure compliance with the policy as there would be no local agency personnel in the vehicle, rather all raters would be GVMC staff. After review of the policy, the committee agreed that the local agency can designate planning region staff and/or consultants to represent them on rating teams for local data collection efforts. MPOs must have someone attend on-site trainings annually.

5.6. – 2020-2022 TAMC Work Program/Budget – J. Start/R. Belknap (Attachment 5)

The 2020-2022 TAMC Work Program must be finalized and approved by full Council no later than October 1, 2019.

Motion: T. White made a motion that the committee approve the Goals and Objectives section for the ACE Committee as written in the draft of the 2020-2022 TAMC Strategic Work Plan; D. Bradshaw seconded the motion. The motion was approved by all members present.

Action Item: MDOT support staff to provide a full final Draft of the 2020-2022 TAMC Strategic Work Plan to full Council for the September 4, TAMC Council Meeting.

5.7. – Methods to Promote Data Entry of 3-Year Planned Projects in the IRT – D. Jennett

D. Jennett gave a conceptual overview of the potential changes to the IRT that can provide communication reminders that agencies are required to enter planned improvements as part of their annual investment reporting procedures (CSS update 2.11). The modifications would appear upon the status updates for road reporting and notify the user of the 3-year planned project requirement. The reason for this communication is that very few planned projects currently exist in the IRT. J. Start acknowledged that not only the future project reporting is a requirement, but it would also assist public utilities with the knowledge of upcoming projects for the possibility of coordination. The committee also discussed the possibility of the Electronic State Transportation Improvement Program (E-STIP) linkage to the IRT as a benefit. This is an ongoing agenda discussion item that is being discussed at TAMC Data Committee meetings, and MDOT is also having internal conversations about this possibility.

Action Item: Support staff to work with CSS to incorporate notifications regarding 3-Year Planned Projects in the IRT.

6. Public Comments:
None

7. Member Comments:
None

8. Adjournment:
The meeting adjourned at 11:42 a.m. The next meeting will be held September 4, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	AMERICANS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
CUPPAD	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
ESL	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY

KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM